

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: FMS Processing 1.0	EFFECTIVE DATE: 2/28/89
TITLE: Delegated FMS Keying	REVISION DATE: 1/21/98
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BACKGROUND

The Department of Health and Family Services, Fiscal Management System (FMS), is created with the capability of centralized or decentralized data entry. Specific delegation of some document types have been made to various organizations. This procedure delegates keying authority for FMS Invoices including Normal (IN), Manual (IM), Contingent Vouchers (IC), Journal Vouchers to clear appropriation 975 entries, and Travel Vouchers (TL) documents to non-centralized organizations (Institutions, DOH-DDB, OSF, Department Wide Services, and Office of the Secretary).

PROCEDURES

1. Mandatory keying of invoices (IM, IN, IC, TL) is in effect for non-centralized organizations. Preparation of the DMS-138 Invoice Document is not mandatory. Keying may be done directly from the original invoices or other source documentation.
2. Journal Vouchers prepared to clear appropriation 975 Deposit Voucher entries should be keyed at non-centralized organizations. This does not apply to salary or accounts receivable transactions, which must be keyed in the Bureau of Fiscal Services (BFS).
3. With the exception of keying for travel vouchers, a face sheet is generated in the Bureau of Fiscal Services (BFS) on the working day after the day of keying. BFS will immediately distribute two copies of the face sheet to the non-centralized organizations. Organizations at 1 West Wilson will pick up their face sheets from the mail baskets in front of Room 750. All other organizations will receive copies via the mail. One copy should be retained by the receiving organization as a file copy and the other attached to the original invoice/voucher documentation which is returned to BFS.

Before certifying the voucher for payment, the individual delegated this function should insure all keying is correct. It is recommended that someone other than the person keying the document review the face sheets and documentation and certify that the keying is accurate. Furthermore, documents must be reviewed to ensure compliance with special remittance

directives and that any needed attachments have been provided to be mailed with the check to ensure proper check application by the vendor.

The certification section in the upper right corner of the form should be signed and dated by a person authorized to approve payments per **FMS PROCESSING 1.1 (Submission of Vouchers to the Bureau of Fiscal Services)**. The signed face sheet must be stapled on top of the invoice/documentation and sorted in numerical order with the lowest voucher number on top. All organizations that have delegated keying are to return the documentation to the BFS-APPS the same day as received.

Organizations outside of 1 West Wilson Street building should receive the face sheets and the transaction listing (pre-list) within two (2) working days after the keying date. Immediate action must be taken upon receiving the face sheets. Attach documentation, sign the face sheet, and mail promptly to the BFS-APPS Section. Vendor payments are held until the face sheet(s) and original invoice/documentation are received.

4. Face sheets are not generated for travel vouchers (TL's). It is important that the actual keying date of the travel voucher be entered in the section titled "Entered By." The travel voucher(s) should be submitted to the BFS-APPS organized by voucher number.

REFERENCES

FMS PROCESSING 1.1 (Submission of Vouchers to the Bureau of Fiscal Services)

Jean Gevelinger, Chief
Accounts Payable/Preaudit Section
(608) 266-0594